

Oglesby Public Library Board Meeting  
July 25, 2016

President Rich Vollmer called the meeting of the Oglesby Public Library District Board of Trustees to order at 6:30PM in the Library.

**Present-** Rich Vollmer, Rick Rigazio, Sam Tillmann, Wanda Lent, Mary Hansen, Barbara Ficek, Director Rebekah Clark

**Absent-** Cindy Rolando

**Guests-** Dorothy Debosik

**Public Comment to Agenda-** None

**Secretary's Minutes**

A motion to accept the Regular Meeting Minutes of June 27, 2016 was made by Lent and seconded by Mary Hansen. Roll call- All Ayes The motion carried.

A motion to accept the Closed Session Minutes of June 27, 2016 was made by Rigazio and seconded by Tillmann. Roll call-All Ayes The motion carried.

**Treasurer's Report**

Heartland checking account as of June 30, 2016 - \$8,124.72

Grant Account at Eureka - \$3,219.99

Edward Jones - CD Investment account - \$6,854.94

Oglesby Public Library Historical Society - \$1,869.19

Tillmann reviewed the need to establish a Working Cash Fund. Section 30-95 of the Illinois Public Library District Act states that the board may levy an annual tax not to exceed 0.05 percent of the assessed value, as equalized or assessed by the Illinois Department of Revenue, for the year in which each levy is made, on all taxable property in the district.

A motion to accept the Treasurer's Report was made by Lent and seconded by Ficek. AYES-ALL The motion carried.

**Monthly Bills**

General Expenses- \$3,056.91

Payroll 5,795.78

\$8,852.69

A motion to pay all the bills and payroll was made by Hansen and seconded by Lent. AYES-All The motion carried.

## **Librarian's Report**

The first distribution of LaSalle County Property Taxes for 2015 was received in the amount of \$16,113.69.

Director asked for a committee to review the minutes of 2015-2016 by the August meeting per state requirements. Hansen and Tillmann volunteered.

Reports were given on patron activity, programs, staff training, and library visitors.

The August *Calendar of Events* was given to the Board.

Director Clark, Jill Shevokas and Pam Delvallee attended the *PrairieCat Sierra Cataloging Entry* class in Rockford to learn the consortium's standard for putting books in the computer system. It was a refresher class for Delvallee. Shevokas and Clark have six months to practice so they can take the barcode test to permit them to catalog books into the system.

A motion to accept the Librarian's Report was made by Lent and seconded by Tillmann. AYES-All The motion carried.

## **President's Report**

Covered in later reports

## **Committee Reports**

Reviewed the completed Employee Policy Manual

## **Correspondence**

A letter was received from the Zoll Medical Corporation concerning defibrillators. It will be kept on file.

## **Building and Grounds**

Vollmer received a quote from Koolmaster for an automatic door opener. An opener for one side of the exterior front door is \$2,530 and for the one inner door is \$1,930. We will continue to look for Grants.

## **Old Business**

A motion was made by Tillmann and seconded by Rigazio to adopt the updated Mission Statement of the Oglesby Public Library. AYES-All The motion carried.

A motion was made by Lent and seconded by Hansen to adopt the revised *Oglesby Public Library District Employee Manual*. Roll Call-AYES Rigazio, Ficek, Tillmann, Lent, Vollmer, Hansen. The motion carried.

Will continue to research a source for a new donation board.

## **New Business**

Reviewed and revised the proposed Budget for 2016-2017.

A motion was made by Hansen and seconded by Lent to approve the tentative ANNUAL BUDGET AND APPROPRIATION ORDANCE 08312016 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2016 AND ENDING ON THE 30TH DAY OF JUNE 2017. Roll call-AYES-Rigazio, Ficek, Tillmann, Lent, Vollmer, and Hansen. The motion carried.

The public Budget Hearing will be held in the library at 6:15PM before the regular August 29 meeting. The Budget will be available in the library for 30 days prior to the meeting. A public notice will be in the local newspaper.

Twice a year the Board must decide whether or not to keep Closed Session Meetings *closed*. A motion was made by Rigazio and seconded by Tillmann to keep Closed Session minutes *closed*. Roll call-Ayes-All The motion carried.

At 8:0PM Ficek made a motion, seconded by Rigazio, to go into Executive Session for the purpose of discussing compensation, performance of employees. Ayes-All The motion carried.

A motion to return to Regular session at 8:38PM was made by Ficek and seconded by Rigazio. Ayes-All The motion carried.

A motion was by Hansen and seconded by Lent, as per the decision of the Closed Session, to increase Staff hours as of August 1, and to increase the Director's salary on August 8. Roll Call- Ayes-Rigazio, Ficek, Tillmann, Lent, Vollmer, Hansen. The motion carried.

## **Public Comment-** None

The public Budget Hearing for 2016-2017 will be at 6:15PM in the Library before the regular meeting.

The next regular meeting of the Oglesby Library Board will be at 6:30PM on August 29, 2016. The meeting was adjourned at 8:43PM.

Barbara Ficek, Secretary